

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name	<u>TSUNEYOSHI Raynor</u>
Expense Dates	<u>03/14/09-03/15/09</u>
Total Expense Amount	<u>132.05</u>
Amount Due Employee	<u>132.05</u>
Form ID	<u>TEA000422183</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 03/14	Lodging	110.05	

Director to attend USPS District 25 Conference

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 03/14/09-03/15/09
Report Name 3-14-09 Ray

Request Total \$ 132.05
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **132.05**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	3-14-09 Ray	132.05

NOTE: (d)=Direct Charge

DATE	Sat Mar 14	Sun Mar 15								TOTAL
Lodging	110.05									110.05
Breakfast	6.00	6.00								12.00
Bridge Tolls		4.00								4.00
Incidentals		6.00								6.00
TOTALS \$	116.05	16.00								132.05

Travel & Expense Account Summary & Detail
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	3-14-09 Ray	03/14/09	Lodging	110.05	Cash
Regular Travel	3-14-09 Ray	03/14/09	Breakfast	6.00	Cash
Regular Travel	3-14-09 Ray	03/15/09	Bridge Tolls	4.00	Cash
Regular Travel	3-14-09 Ray	03/15/09	Breakfast	6.00	Cash
Regular Travel	3-14-09 Ray	03/15/09	Incidentals	6.00	Cash



NASBLA Expense Report Form

☐ Advance

☒ Reimbursement

(check one)

Submitted by: _____
Name: Raynor Tsuneyoshi
Agency: CA Dept. of Boating and Waterways
Address: 2000 Evergreen Street, #100
City, State, Zip: Sacramento, CA CA 95815
Phone: 916-263-4326
Email: rtsuneyoshi@dbw.ca.gov

Payable to: _____
Payee name: Information is the same as Submitted by
Address: _____
City, State, Zip: _____
Contact name: _____
Phone: _____
Email: _____

Purpose of trip/expense:

NASBLA Board Meeting in Lexington, Kentucky

Date	Arrive	Depart	Destination	B'fast	Lunch	Dinner	Incidentals	Subtotal	Lodging	Total
March 3, 2009		12:15pm	Sacramento, California	\$9.00	\$13.00	\$24.00	\$3.00	\$49.00		\$49.00
March 3, 2009	10:49pm		Lexington, Kentucky							
March 4, 2009				\$9.00			\$3.00	\$12.00		\$12.00
March 5, 2009				\$9.00			\$3.00	\$12.00		\$12.00
March 6, 2009		6:15am	Lexington, Kentucky							
March 6, 2009	11:20am		Sacramento, California	\$9.00		\$24.00	\$3.00	\$36.00		\$36.00
								Total	\$109.00	\$109.00

Date	Airfare, P.O.V. Mileage, or Other Transportation Expense (Taxi, Parking, Etc.) Explain	Amount
3-6-09	Airfare <i>DIRECTOR will Reimburse Department</i>	\$992.40
3-3-09	Shuttle	\$21.00
3-6-09	Taxi	\$48.60
3-3-09	Excess baggage	\$40.00
3-6-09	Excess baggage	\$40.00
3-3-09	airport carts	\$8.00
		Subtotal \$1,150.00
		Total from above \$109.00
		Total \$1,259.00
		Less: \$ Advanced
		Total Due \$1,259.00

INSTRUCTIONS: REVISED 7.23.08

- 1) Individual incurring expense on NASBLA's behalf must complete and sign the form.
- 2) Check appropriate box indicating request is an *Advance* or *Reimbursement* and enter traveler name and address.
- 3) List who the check is to be made payable to and include the proper mailing address.
- 4) List only **ALLOWABLE EXPENDITURES**:
 - 1) Airfare: Coach; must include passenger ticket receipt.
 - 2) Ground Transportation: Lowest cost option; taxi, shuttle, etc.
 - 3) Hotel: Actual & customary costs with original receipt.
 - 4) Personal Vehicle: Reimbursed @ \$.585 per mile (effective July 1, 2008)
- 5) Meal & Incidentals Allowance: Current GSA Domestic MI&E Per Diem Rate for destination city available at: www.gsa.gov/mie
- 5) Attach original purchase receipts documenting all expenditures listed.
- 6) Sign and date the certification statement in the lower right corner.
- 7) Submit original signed requests for reimbursement along with purchase receipts by **MAIL ONLY** to: NASBLA Headquarters, 1500 Leestown Road, Suite 330, Lexington, KY 40511-2047

CERTIFICATION: I hereby certify that the listed expenses were incurred on behalf of NASBLA and that no other reimbursement is being claimed from any other source:

NAME: _____

DATE: 3/17/09

(For office use only)

APPROVED FOR PAYMENT BY: _____ DATE: _____

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO, CA 95815-3888



Employee Name TSUNEYOSHI, Raynor
Expense Dates 03/27/09-03/29/09
Total Expense Amount 281.68
Amount Due Employee 281.68
Form ID TEA000428859

USCG Aux District II Conference

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/27	Lodging	95.84	
2)	03/28	Lodging	95.84	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:



Travel & Expense Account Summary

Employee Name Raynor TSUNEYOSHI
Expense Dates 03/27/09-03/29/09
Report Name USCG Aux District 11 Conference

Request Total \$ 281.68
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **281.68**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	USCG Aux D11	281.68

NOTE: (d)=Direct Charge

DATE	Fri Mar 27	Sat Mar 28	Sun Mar 29							TOTAL
Lodging	95.84	95.84								191.68
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Breakfast		6.00	6.00							12.00
Incidentals		6.00	6.00							12.00
TOTALS \$	123.84	135.84	22.00							281.68

<p align="center">Travel & Expense Account Summary & Detail</p>
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	USCG Aux	03/27/09	Lodging	95.84	Cash
Regular Travel	USCG Aux	03/27/09	Lunch	10.00	Cash
Regular Travel	USCG Aux	03/27/09	Dinner	18.00	Cash
Regular Travel	USCG Aux	03/28/09	Lodging	95.84	Cash
Regular Travel	USCG Aux	03/28/09	Breakfast	6.00	Cash
Regular Travel	USCG Aux	03/28/09	Lunch	10.00	Cash
Regular Travel	USCG Aux	03/28/09	Dinner	18.00	Cash
Regular Travel	USCG Aux	03/28/09	Incidentals	6.00	Cash
Regular Travel	USCG Aux	03/29/09	Breakfast	6.00	Cash
Regular Travel	USCG Aux	03/29/09	Lunch	10.00	Cash
Regular Travel	USCG Aux	03/29/09	Incidentals	6.00	Cash